

**Statewide RFA Technical Assistance Calls
Meeting Minutes**

Date: 8/30/17	Time: 1:30 pm – 2:30 pm	Location: Conference Call Conference Line: 877-873-8017 Participant Code: 5396369
County TA Questions	CDSS Response	Action Item
1) Can the Written Report include criminal history info on the other adults living in the home?		CDSS will provide clarification by next meeting.
2) Can the applicant's criminal history information be included in the Written Report?	Yes. The signing of the application is acknowledging the disclosure of information.	
3) Can a county approved home with a tribal placement count for conversion?	Yes. The home would be able to convert as any other county approved home would.	
4) Can the Written Report include a mental health diagnosis?	Yes. The Written Report can include a diagnosis, which is one of the reasons the Written Report is strictly a confidential document. Care should be taken when sharing this information in the report. The exception to this is an HIV diagnosis, which cannot be shared.	
5) Court has requested copies of the Written Report. Can this be shared?	A summary of the information in the Written Report can be provided, however, we recommend that county counsel collaborates with the court regarding the information that will be provided.	
6) Father's attorney requested RF information on a relative who is currently in the process of being approved to take placement of the child. What can be shared?	Please send question to rfa@dss.ca.gov .	
7) Contracting with an Agency who denies a psychosocial.	It is not a "psychosocial" that is denied. The psychosocial is one portion of the approval process. The RFA worker is ultimately responsible for approving or denying a family, therefore, if the agency provides a psychosocial and recommends that the home not be approved, it is ultimately the RFA worker's/county responsibility to review all the information and make the decision to approve or deny. This also applies	

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	to court specified homes.	
8) When a judge requests information on the specifics of an RFA case, what can be provided?	Provide general information on the family such as relationship status, update on approval process, or if there is an exemption request (without specifics).	
9) Referral for OOC –Can they enter a notebook on CWS/CMS?	An email was sent to the RFA county POC's with instructions for a jurisdictional county to enter the home in CWS/CMS until the county completing the approval is able to enter the home.	
10)		
<u>Misc.</u> <ol style="list-style-type: none"> 1. Due Process Training: Seats still available in Sacramento, Redding and Riverside. 2. Approval process: Recommend not having extra requirements in place for all applicants that would delay the process and possibly delay placement. <ul style="list-style-type: none"> • RFA does not have to be a linear process. Working in stages rather than concurrently with other approval processes, may extend the time it takes to approve a home. 		
Next Meeting: September 6, 2017, then the first Wednesday of each month.		